



JUVENILE REHABILITATION ADMINISTRATION (JRA)

**WORK REQUEST**

WORK REQUEST NUMBER	DATE OF REQUEST				
LOCATION (AREA, BUILDING)					
REQUESTED BY:	REQUESTOR'S TELEPHONE NUMBER	APPROVED BY:			
Plant manager: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved      Priority: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
COMMENTS					
DESCRIPTION OF WORK REQUESTED					
DATE RECEIVED	ASSIGNED TO:	MATERIALS COST \$	MANUAL HOURS ESTIMATED    ACTUAL	COMPLETED BY:	DATE